APPROVED MINUTES EXTRACT

MINUTES OF THE 91st BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 18 JULY 2020 AT 11:00 HRS VIA ZOOM

BGM 91.14   **Proposal for change of grading and calculation methods in Annual Performance Appraisal Report (APAR) format of Staff at IIM Kozhikode**

IIM Kozhikode follows the method given below for calculation of marks of APAR in respect of Group A, B & C as per Staff Recruitment & Promotion Rules 2011-

---

EXISTING METHOD

Method for calculation of Maximum Performance Score (MPS) obtained from Annual Performance Appraisal Reports (APAR) of last 5 years.

Promotion from – to in Pay Band and Grade Pay	Maximum Performance Score (for past 05 years)	(Part B -(50 % Weightage) for Group B&C Posts) (Total Performance Indicator Score-TPIS)				(Part C -(50 % Weightage) for Group B&C Posts) (Total Personal Attributes Score Indicator Score-TPAS)			
		Excellent	Good	Average	Poor	Excellent	Good	Average	Poor
For Promotion from Group C to B, Promotion in Group B and Group B to A									
PB-1 1900 to PB-1 2400	25	5	4	3	2	5	4	3	2
PB-1 2400 to PB-2 4200	15	5	4	3	2	5	4	3	2
PB-2 4200 to PB-2 4600	40	5	4	3	2	5	4	3	2
PB-2 4600 to PB-3 5400	50	5	4	3	2	5	4	3	2
PB-2 4600 to PB-3 6600	30	5	4	3	2	5	4	3	2

		For Promotion in Group A Post			
PB-3 5400 to PB-3 6600	40	Marks in Overall Assessment of (Group A) x 5 years			
		Excellent	Good	Average	Poor
		8	6	4	2

Maximum Performance Score (MPS) = Total Performance Indicator Score (TPIS) + Total Personal Attributes Score (TPAS)

Total Performance Indicator Score (TPIS)
= (Total Marks obtained Part B) / {Number of **KPI** x 5/ (Maximum Marks for Performance/2) }.

Total Personal Attributes (TPAS)
= (Total Marks obtained Part C) / {Number of **PA** x 5/ (Maximum Marks for Performance / 2)}.

ले कर्नल एम. जुनियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)
सचिव, शासक मंडल
Secretary, Board of Governors
भारतीय प्रबंध संस्थान कोषिककोड
Indian Institute of Management Kozhikode
आई.आई.एम.के. कंपस पी.ओ., कोषिककोड 673570
IIMK Campus P.O., Kozhikode - 673570

Maximum Performance Score (MPS) = $\sum$ (TPIS + TPAS) divided by 5.

Illustration

Name of Candidate	:	X
Grade pay held and date of holding	:	Rs.4200 / 01.01.2006
Date of eligibility	:	01.01.2012 or date of joining, whichever is later
APAR considered	:	2006-07 to 2010-11.

Year of Appraisals	Marks Obtained in **Part B of APAR**	Number of KPI	Maximum marks-Excellent	Maximum Performance Marks /2	Total Performance Indicators Score (TPIS)	Marks Obtained in **Part C of APAR**	Number of PA	Maximum marks-Excellent	Maximum Performance Marks /2	Total Personal Attributes Score (TPAS)	Maximum Performance Score	TPS Obtained (TPIS + TPAS)
2010-11	15	3	5	20	20.00	60	13	5	20	18.46	40	38.46
2009-10	19	4	5	20	19.00	74	16	5	20	18.50	40	37.50
2008-09	19	4	5	20	19.00	78	16	5	20	19.50	40	38.50
2007-08	24	5	5	20	19.20*	71	15	5	20	18.93	40	38.13
2006-07	15	3	5	20	20.00	77	16	5	20	19.25	40	39.25
Total Performance Score (TPS) for five years												191.84
Maximum Performance Score (MPS) Obtained = TPS/5 =												**38.37**

APAR	:	Annual Performance Appraisal Report
KPI	:	Key Performance Indicators
PA	:	Personal Attributes
TPIS	:	Total Performance Indicator Score
TPAS	:	Total Personal Attributes Score
TPS	**=**	**TPIS + TPAS**
MPS	**=**	Average of TPS for five years (i.e. TPS/5).

<u>Calculation method of the marks of APAR for the year of 2007-08*</u>

TPIS	=	24/{(5 x 5)/(40/2)}
TPAS	=	71/{(15 x 5)/(40/2)}
TPIS +TPAS	=	19.20 + 18.93

TPS for the year 2007-08 = **38.13**

MPS for five years (2006-07 to 2010-11) in above illustration is = **38.37**

Since the above calculation is complex, the following simple method may be introduced for calculation of APARs, which will provide scope for recording the marks of Reviewing Officer also, which option is not there in the existing format-

लॆ कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)
सचिव, शासक मंडल
Secretary, Board of Governors
भारतीय प्रबंध संस्थान कोषिक्कोड
Indian Institute of Management Kozhikode
आई.आई.एम.कॆ. कॆंपस पी.ओ., कोषिक्कोड 673570
IIMK Campus P.O., Kozhikode - 673570

Grading of Attributes for all category of Staff (Group A, B & C) to be given by Reporting and Reviewing Officers-

Grading	Marks
Below Average	01
Average	02
Good	03
Very Good	04
Outstanding	05

For Group A & B Officers/Staff

No. of attributes and maximum marks for various sections in APAR:

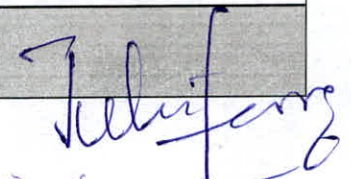| Section	No. of attributes	Maximum Marks
(A) Assessment of work output	04	04 x 05 = 20
(B) Assessment of personal attributes	09	09 x 05 = 45
(C) Assessment of functional attributes	06	06 x 05 = 30

Weightage and Calculation of Marks in APAR:

Section	Weightage	Total Marks
(A) Assessment of work output	50 %	$\sum$ i to iv/20 x 50
(B) Assessment of personal attributes	25 %	$\sum$ i to ix/45 x 25
(C) Assessment of functional attributes	25 %	$\sum$ i to vi/30 x 25

Illustration:

Attributes	Section A (i to iv)	Section B (i to ix)	Section C (i to vi)
(i)	5	5	5
(ii)	4	5	4
(iii)	3	4	5
(iv)	4	5	3
(v)	-	3	2
(vi)	-	3	5
(vii)	-	4	-
(viii)	-	2	-
(ix)	-	5	-
Total	16/20 x 50 = 40 $\sum$ i to iv/20 x 50	36/45x25=20 $\sum$ i to ix/45 x 25	24/30x25=20 $\sum$ i to vi/30 x 25
Total Marks out of 100 = 40 + 20 + 20 = 80 Marks			

For Group C Staff

No. of attributes and maximum marks for various sections in APAR:

ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)
सचिव, शासक मंडल
Secretary, Board of Governors
भारतीय प्रबंध संस्थान कोषिक्कोड
Indian Institute of Management Kozhikode
आई.आई.एम.के. कैंपस पी.ओ., कोषिक्कोड 673570
IIMK Campus P.O., Kozhikode - 673570

Section	No. of attributes	Maximum Marks
(A) Assessment of work output	04	04 x 05 = 20
(B) Assessment of personal attributes	09	09 x 05 = 45
(C) Assessment of functional attributes	05	05 x 05 = 25

Weightage and Calculation of Marks in APAR:

Section	Weightage	Total Marks
(A) Assessment of work output	40 %	$\sum$ i to iv/20 x 40
(B) Assessment of personal attributes	30 %	$\sum$ i to ix/45 x 30
(C) Assessment of functional attributes	30 %	$\sum$ i to v/25 x 30

Illustration:

Attributes	Section A (i to iv)	Section B (i to ix)	Section C (i to v)
(i)	5	5	5
(ii)	4	5	4
(iii)	3	4	5
(iv)	4	5	3
(v)	-	3	2
(vi)	-	3	-
(vii)	-	4	-
(viii)	-	2	-
(ix)	-	5	-
Total	16/20 x 40=32 $\sum$ i to iv/20 x 40	36/45 x 30=24 $\sum$ i to ix/45 x 30	19/25x30=23 $\sum$ i to vi/25 x 30
Total Marks out of 100 = 32 + 24 + 23 = 79 Marks			

Note:
1. Rounding off: The fraction of marks should be rounded off to the nearest whole e.g. 18.49 to 18 marks and 18.50 to 19 marks.
2. Average of the total marks in each section awarded by the Reporting Officer and Reviewing Officer will be the final marks to be considered for promotional purpose.
3. For Calculation of APAR marks for promotion, average of APAR marks obtained in the relevant years (as required for promotion to the concerned post) will be taken in to account.
   Illustration: APAR marks for promotion to a post for which three years of qualifying service in the previous post is required - APAR marks obtained in last three years = 80, 90, 70
   Average APAR marks of last three years=80+90+70 divided by 3=240/3=80 out of 100 marks.
   Since weightage of APAR marks is 50% for DPC, the above marks will be converted to 50. i.e. 40 marks
4. The Staff who score 70% and above in the APAR Score and interview taken together, shall be recommended in order of merit subject to Vacancy position for promotion.

The Board may kindly approve the above change of grading and calculation method for inclusion in Staff Recruitment & Promotion Rules, 2019.

The Board approved the above change of grading and calculation method for inclusion in Staff Recruitment & Promotion Rules, 2019.

ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)
सचिव, शासक मंडल 4
Secretary, Board of Governors
भारतीय प्रबंध संस्थान कोषिक्कोड
Indian Institute of Management Kozhikode
आई.आई.एम.के. कैंपस पी.ओ., कोषिक्कोड 673570
IIMK Campus P.O., Kozhikode - 673570